User Guide

ALDUS FETCH™

Version 1.0 / Apple® Macintosh®

Aldus® Fetch™ User Guide
Version 1.0 for use with Apple Macintosh computers

First Edition
November 1992

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Chapter 1

Welcome

Chapter 1 introduces Aldus Fetch, tells you how to install the program, and recommends where to turn for further information. A flowchart illustrates how you can work Fetch into your daily routines.

What is Aldus Fetch?

Aldus Fetch is a multi-user, mixed-media database application designed for use in the professional production environment. Fetch lets you catalog *items*—images, movies, and sounds, for example—in a common visual database, or *catalog*, and then retrieve them from the catalog, regardless of their format, location, or the applications that created them. Once retrieved, items can be previewed, edited, or copied for use in other documents.

Fetch stores only thumbnail images and pointers to the original or *source* files—not the original files themselves. The resulting catalog is small, fast, and efficient.

A single catalog can contain up to 32,000 items. To each item in a catalog, you can add

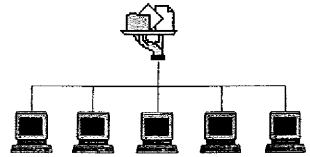
- an unlimited number of *keywords* (each up to 31 characters long) that help you when searching the catalog.
- a *description* (up to 32,000 characters long) where you can store important or useful information about the item.

You can use Fetch effectively as a standalone application to catalog and retrieve items at your own computer. However, Fetch comes into its own as a powerful tool for a networked production workgroup. With Fetch installed on every user's computer, multiple users can simultaneously search, preview, and use items from a single catalog whose source files are located on one or many network servers or shared volumes.

In a workgroup setting, you can allow all users full access to all functions, or you can designate catalog administrators to create, maintain, and control access to catalogs for the entire workgroup.

Standalone use of Aldus Fetch

Single user has Fetch installed and creates catalogs for his or her own use. Source files for cataloged items can be stored on personal hard drive, floppy disks, CD-ROM disc, or a network server.



Workgroup use of Aldus Fetch

Each user has Fetch installed on his or her own computer. One or more workgroup members create and maintain catalogs on a network server or shared volume. Source files for cataloged items can be stored on floppy disks, CD-ROM disc, shared volumes, or a network server.

Which version of Aldus Fetch?

Four versions of Fetch are available.

The regular version of Fetch, described in this manual, lets you open and use any catalog, including catalogs created by any of the other versions. However, when you modify a Browser, Cataloger, or Trial Version catalog using the regular version of Fetch, you convert that catalog into a regular catalog and cannot later open the converted catalog in the limited version of the product that created it.

The Browser ships with published collections of media (images, sounds, and movies, for example). You can only open and use it to read existing Browser catalogs; you cannot create new catalogs or open catalogs created for use with the regular version. If the manufacturer allows, you can add keywords and descriptions to Browser catalog items.

The Cataloger ships with software and hardware packages for creating or capturing images. Although you can use the Cataloger as described in this manual, each Cataloger catalog is limited to a maximum of 500 items, and you cannot read catalogs created using the regular version of Fetch.

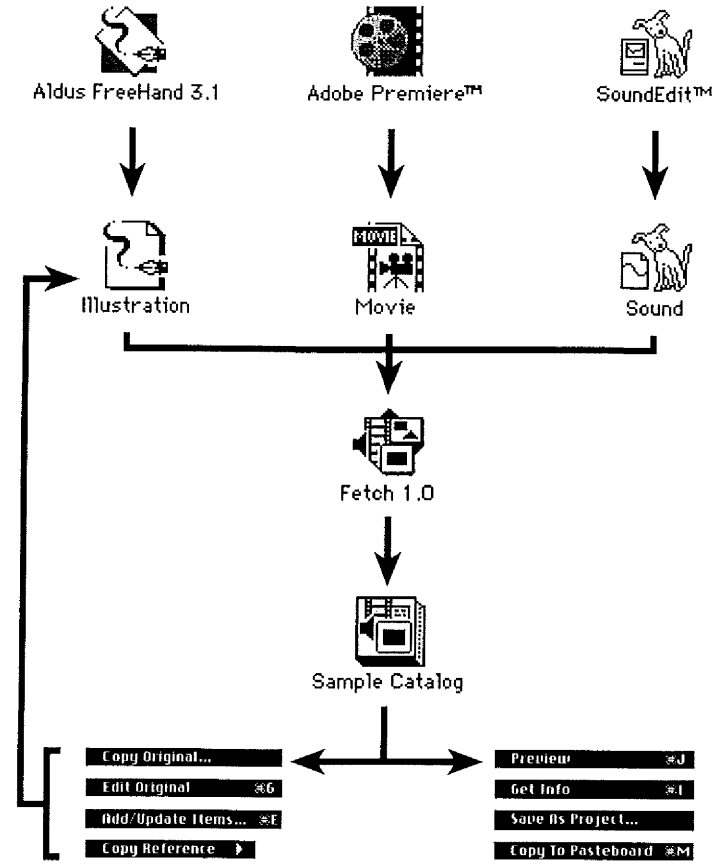
The Trial Version is a limited version of the product for those who want to try Fetch before buying it.

To see which version you have:

- Choose "About Fetch..." from the Apple menu.

  You will find the version information on the screen that Fetch displays.

Aldus Fetch: A sample scenario



1. Make sure you have the proper hardware and software

You need the equipment listed below to install and use Aldus Fetch.

System and software requirements for Aldus Fetch

Component	Recommended	Minimum
Computer	68020-based Macintosh or higher	68000-based Macintosh
RAM (random-access memory)*	5MB or more	4MB
Macintosh operating system	System 7	System 6.0.7
Other software**	QuickTime 1.0	QuickTime 1.0 Color QuickDraw 1.2

* If you plan to catalog and preview files that are typically quite large (for example, compressed images or KODAK Photo CD images), you'll need at least the recommended amount of RAM or more.
** Without QuickTime, you can run Fetch but cannot play sounds or movies or view 32-bit thumbnails. Using the minimum configuration without Color QuickDraw, you can run Fetch but you will not be able to preview items.

2. Make a backup copy of your disk set

Before you install Fetch, make a backup copy of each of the program disks included in your package. We recommend that you lock the backup disks after you create them to prevent accidental erasing or overwriting of files. Then use the backup disks to install the program. Be sure to store the original disks in a safe place.

Note: Your backup disks must have the same names and disk contents as the original Fetch disks. To ensure that you make an exact duplicate of the original disks, use the following procedure: insert a blank disk in any drive on your computer, choose "Eject Disk" from the Special menu, insert the original program disk, then drag the icon of the original disk over the icon of the blank backup disk.

3. Register your copy of Aldus Fetch

To register your copy of Fetch and receive the technical and customer services that Aldus provides for registered customers, complete and return the registration card included in your package. Tear off and keep the perforated end of the card. Affix the product serial number stickers in handy locations (such as the inside cover of this manual and on one of the product disks), so that the number is easy to find when you need it. You will need your product serial number if you call Aldus Customer Services or Technical Support.

4. Install Aldus Fetch

The files that come on the Fetch program disks are compressed. Use the Aldus Installer/Utility to decompress the files and install Fetch in the desired location on your hard drive.

Aldus Installer/Utility icon

▶ **To install Fetch:**

Insert Disk 1 in any drive on your Macintosh, double-click the Aldus Installer/Utility icon, and then follow the instructions on the screen.

We strongly recommend that you read the ReadMe file (accessible from the Main Window of the Installer) before you begin working with Fetch.

Important: The Installer does not ask you for a serial number when you install Fetch (as it does when you install most other Aldus products). Instead, you'll be prompted to supply your name, company name, and Fetch serial number the first time you use the program.

If you have trouble installing Fetch, try one or more of the following procedures:

- Turn off any virus protection utilities you have on your computer. (Remember to turn these utilities back on when you have finished installing Fetch.)
- Restart your computer with all extensions off (press and hold down Shift while restarting your computer).
- If the Installer appears to stop on a particular disk, check to see whether you have a bad disk by dragging it to your hard drive. If the disk is bad and the copy cannot be completed, your computer will display a message. Call Aldus Customer Services for a replacement disk.
- Carefully read the ReadMe file in the Main Window of the Installer. If there is any late-breaking information about installing Fetch, you will find it here. If you plan to use Fetch on a network, also read the file, ReadMe (Networks), which contains recommended strategies for optimal network use. We recommend that you print both of the ReadMe files and keep them with your *Aldus Fetch User Guide*.

System 6 or System 7?

Although Fetch runs under System 6.0.7 or later, we strongly recommend that you use System 7.
A number of features—including the extensive Balloon Help—work as described herein only if you are running System 7. Throughout this user guide, you will find this symbol in the margin next to descriptions of features that work only on Macintosh computers running System 7.

Where to turn next

Where you turn next in this user guide will depend on how you will be using Aldus Fetch:

- If you will be primarily using catalogs created by someone else for your workgroup, turn to Chapter 2, "Using Catalogs."
- If you will be responsible for creating and managing catalogs either for others or for yourself, turn first to Chapter 3, "Creating and Managing Catalogs" and then to Chapter 2.

Fetch is easy to learn and use. Once the Fetch program and sample files are installed on your computer, take a few minutes to review the learning materials described below. Or, double-click the "Catalog" icon to start Fetch and open the catalog, and begin exploring. (The sample catalog is installed automatically when you install Fetch.)

Sources of Information about Aldus Fetch

Name	Description
Aldus Fetch User Guide	A short manual that provides basic procedures, strategies, tips, and shortcuts for using Fetch.
Balloon Help	Detailed online information about individual commands and dialog box options. Choose "Show Balloons" from the Help menu, then move the mouse pointer to whatever item on the screen you want information about.
Fetch Shortcuts	An online summary of shortcuts for moving within and among windows in Fetch. Under System 7: Choose "Fetch Shortcuts" from the Help menu on the main menu bar. Under System 6: Choose "Fetch Shortcuts" from the Apple menu.
Aldus Fetch Introduction Aldus Product Introduction	Two QuickTime movies that provide a quick online introduction to Fetch and to other Aldus products. To view either movie, open the sample catalog as described above and on page 8, double-click the thumbnail of the movie you want to see, and then follow the instructions on the screen.
ReadMe ReadMe (Networks)	Two text files that contain late-breaking information about Fetch that was not available when this book went to press. ReadMe contains general program information; ReadMe (Networks) contains additional details about using Fetch on a network. You can open the ReadMe file from within the Aldus Installer/Utility program. Or double-click the icon for either file to open that file using TeachText. We also recommend that you print these files and keep them with your user guide.

Chapter 2

Using Catalogs

Chapter 2 describes how to start Aldus Fetch, open a catalog and search for items, and then select, preview, and use those items in a variety of ways. You'll also learn how to "work smarter" using Fetch—by setting appropriate startup options, using the Pasteboard window as a temporary staging area, and creating collections of items called *projects*.

This chapter assumes that you have an existing catalog with which to work. If you are just starting out or have no other catalogs to work with, you might want to begin by opening the sample catalog (installed automatically in your Aldus Fetch folder) and working through the chapter as you would a tutorial.

Starting Aldus Fetch and opening a catalog

You can start Aldus Fetch and open a catalog in any of these three ways:

7. Drag a catalog icon onto the Fetch application icon until both icons are highlighted, then release.

Double-click a catalog icon.

Double-click the Fetch icon, then choose "Open..." from the File menu. If you have a default catalog, double-clicking the Fetch icon automatically opens that catalog.

Shortcuts

Open a catalog
("Open..." on File menu)
Command + O

Open Find window
("Find..." on Search menu)
Command + F

Open and clear Find window
Command + Delete

Open Gallery window
("Gallery" on Window menu)
Command + R

Open Pasteboard window
("Pasteboard" on Window menu)
Command + B

Change Gallery (or Pasteboard) from Text List to Thumbnail view
("Thumbnails" on View menu)
Command + T *or*
Double-click right end of information bar

Change Gallery (or Pasteboard) from Thumbnail to Text List view
("Text List" on View menu)
Command + L *or*
Double-click right end of information bar

Depending on your startup options, the catalog opens to one of the two primary windows in Aldus Fetch: the Find window or the Gallery window.

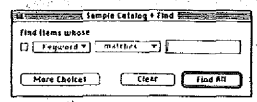
- In the Find window, you describe what you want Fetch to display in the Gallery window.
- From the Gallery window, you can open one or more Preview and Info windows that let you look more closely at individual items.

Two other windows, the Catalog Info window and the Pasteboard window, can also be useful as you work in Fetch. The Catalog Info window provides summary information about the entire catalog. The Pasteboard window is a temporary work space that you can use as a staging area for items collected from different searches.

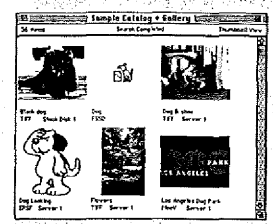
- For information on setting startup options, see "Setting preferences," page 26.
- For brief descriptions of the Find, Gallery, Preview, and Info windows, see the next page.
- For more information about the Catalog Info window, see "Viewing item or catalog information," page 24.
- For more information about the Pasteboard window, see "Using the Pasteboard window," page 28.

Note: In general, whenever the pointer appears followed by two periods, like this ↖.. , you can double-click to open a dialog box or another window that is relevant to the element you are currently pointing to.

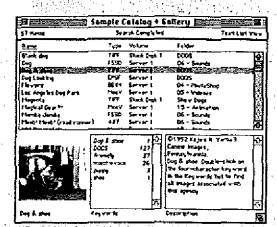
Primary windows in Aldus Fetch



Find window: Lets you describe what you want Fetch to display in the Gallery window, whether you want all the items in the catalog or only items with a particular filename, keyword, file type, or volume. For more information on searching, see "Searching through a catalog," page 10.



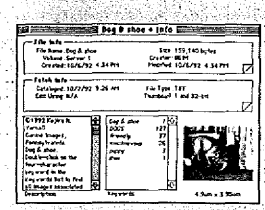
Gallery window/Thumbnail view: Displays the results of a search. Shows a separate thumbnail image of each item, with the filename, file type, and volume below the thumbnail. For more information about the Gallery window, see "Viewing search results," page 14.



Gallery window/Text List view: Lists the items currently in the window, one row for each item. Also shows the thumbnail, keyword list, and description for the selected item. For more information about the Gallery window, see "Viewing search results," page 14.

Secondary windows in Aldus Fetch

Preview window: Displays a full-size preview of the item. Fetch must be able to locate the source file before displaying the preview. For more information about previewing catalog items, see "Previewing an item," page 16.



Info window: Displays all of the information about an item that the Fetch database contains or that can be read from the source file. For more information about information windows, see "Viewing item or catalog information," page 24.

Searching through a catalog

Use the Find window to tell Aldus Fetch which catalog items you want to see. You will probably find that you use different search strategies at different times. For example,

- if your catalog is small or you're looking for ideas, you might start by looking through everything the catalog contains.
- if your catalog is very large or you have a general idea of what you're looking for, you might want to look only at items related to a particular subject or concept, or of a particular file type.
- if you're in the final stages of a job, you probably know exactly what items you need.

After carrying out a search, Fetch opens the Gallery window where it displays the results of the search. Items from the most recent search completely replace the previous contents, if any, of the Gallery window but leave the Pasteboard window intact.

Shortcuts

Open Find window or bring it to the front if already open
("Find..." on Search menu)
Command + F

Expand Find window
("More Choices" button)
Command + M

Reduce Find window
("Fewer Choices" button)
Command + F

Open Find window if not already open, then clear existing search
("Clear" button)
Command + Delete

Open Find window if not already open, then display entire catalog
("Find All" on Search menu)
Command + ' (apostrophe)

Open Find window if not already open, then carry out default search
("Default" on Search menu)
Command + D

Repeat previous search
("Previous" on Search menu)
Command + , (comma)

Save or edit a named search
("Define..." on Search menu)
Command + K

▶ **To open the Find window (or bring it to the front if open):**

Choose "Find..." from the Search menu.

Fetch opens the Find window and displays the description of the last search carried out.

▶ **To display the entire contents of the catalog:**

Click "Find All" in the Find window.

(Click "Clear" to change the "Find" button to "Find All" if necessary.)

▶ **To retrieve a particular set of items from the catalog:**

Use the Find window as shown on the following page to describe what you are looking for, then click "Find."

Fetch lets you search for items by keyword, filename, file type, or volume. When you search by keyword or filename, you can specify text to match, contain, start with, or end with. When you search by file type or volume, you choose from a menu of the file types or volumes referenced in the catalog.

Use the small Find window for a simple search

In the small version of the window, you can enter a single search description.

A Check this box to make a search description active.

B Choose an attribute: filename, keyword, file type, or volume. (The volume need not be mounted before a search.)

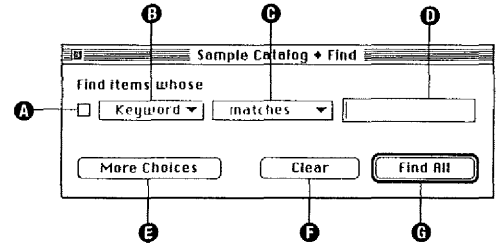
C Modify the chosen attribute: "matches," "starts with," "contains," or "ends with" for a keyword or filename search; otherwise, choose a file type or volume name.

D For a keyword or filename search, type a name or part of a name here.

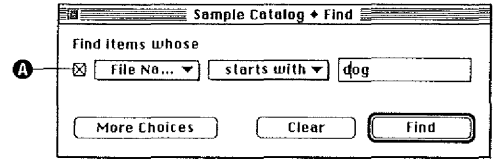
E Click here to expand Find window to its larger form (shown below).

F Click here to clear and uncheck the search description.

G Click here to start the search. Button name is "Find All" if no description is checked. Otherwise, it's "Find."



Find window when clear



Find window containing an active search description

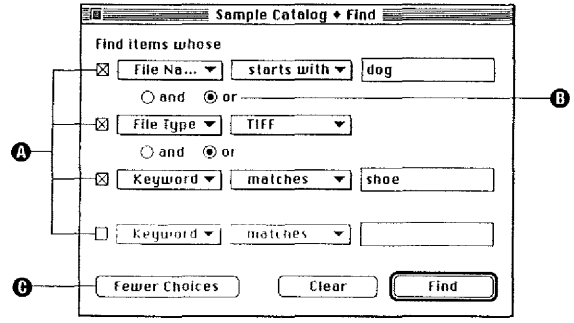
Use the expanded Find window for a more complex search

In the expanded Find window, you can give Fetch as many as four search descriptions to combine in a single search. Click "More Choices..." in the small Find window to display this larger version of the window.

A Check each box in turn to start another search description.

B Choose "and" to narrow the search, "or" to broaden it.

C Click here to reduce Find window to its smaller form.



Find window containing multiple active search descriptions

Streamlining your searches

Aldus Fetch has several options that can help you search through a catalog quickly and effectively. For example, you can

- choose the most efficient searches for Fetch to carry out.
- name and save frequently used searches (to save yourself from having to re-enter the descriptions each time).
- customize the default search that Fetch carries out whenever you open the default catalog or choose "Default" from the Search menu.

Searching more efficiently

When you search on "Keyword" or "File Name," choose "matches" from the modifier popup menu for the fastest searches, or "starts with" for searches that are nearly as fast. These searches are always among the fastest (more efficient) because Fetch uses indexes built into the database.

Other types of searches are usually slower because Fetch must examine every entry in the database:

- Searching on file type or volume is slower when there are a large number of items that match what you are looking for.
- Searching on keyword or filename using "contains" or "ends with" is slower the larger the catalog is.

Volumes referenced in the catalog need not be mounted before you search.

Saving search definitions

If you routinely use a particular set of items in a catalog, you can name and save a search definition that retrieves those items.

Your named searches appear on the Search menu below the predefined searches "All," "Default," and "Previous." Whenever you want to carry one out, choose its name from the Search menu. You can save up to 29 defined searches.

Note: The searches that you define appear only on your Search menu. In a multi-user environment, each user can create up to 29 personal search definitions that are not visible to other users.

Shortcuts

Open "Definitions" dialog box ("Define..." on Search menu)
Command + K

Open "New Definition" dialog box ("New" button in "Definitions" dialog box)
Command + N

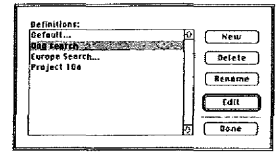
Delete a definition ("Delete" button in "Definitions" dialog box)
Command + D

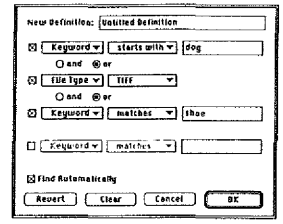
Rename a definition ("Rename" button in "Definitions" dialog box)
Command + R

Open "Edit Definition" dialog box ("Edit" button in "Definitions" dialog box)
Return

Close the "Definitions" dialog box ("Done" button in "Definitions" dialog box)
Command + Return

Carry out default search ("Default" on Search menu)
Command + D





Searches on names without an ellipsis are carried out automatically. Searches on names with an ellipsis open the Find window and display the search description.

▶ To define and save a search:

1. Choose "Define..." from the Search menu.
2. In the "Definitions" dialog box, click "New."
3. In the "New Definition" dialog box:
   - Type a name for the new definition, then enter one or more search descriptions just as you would in the Find window. The dialog box initially contains the descriptions from the last search carried out.
   - Check "Find Automatically" if you want Fetch to carry out the search automatically when you choose its name from the Search menu. Leave this option unchecked if you want Fetch to simply open the Find window and display the search description.
4. Click "OK" to return to the "Definitions" dialog box, then click "Done" to close the dialog box and save the search definition.

You can also use the "Define..." command to rename or to remove search definitions from the list, or to edit any of the searches.

Using the default search

You can use the "Define..." command to edit the default search definition so that it retrieves the items you use most often. Fetch carries out the default search the first time you open a catalog after starting the program or whenever you choose "Default" from the Search menu. Change the definition as often as you wish to reflect your current needs. You can edit the default search, but not rename or delete it.

For more information about setting a default catalog or project, see "Setting preferences," page 26.

Viewing search results

Aldus Fetch displays the results of a search in the Gallery window. You can see the Gallery window in Thumbnail view (for visual browsing) or Text List view (for more information). In either view, you can scroll and select items to preview, print, edit, or use in other documents.

Thumbnail view

Thumbnail view shows a small thumbnail image and minimal text information for each item in the window. Resize the window to see more or fewer thumbnails at once. Scroll to see thumbnails not currently visible.

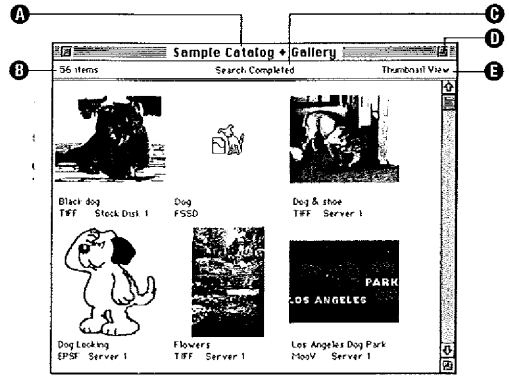
A Displays the name of the open catalog.

B Double-click here to open the Catalog Info window.

C Double-click here to open the Find window.

D Press Option + click here to make the window fill the screen.

E Double-click here to change to Text List view.



Working in Thumbnail view

To do this...	Follow this procedure...
Reorder all items in the window	Choose one of the "by" commands from the View menu.
Select an item	Click its thumbnail. Or click the text below the thumbnail. To add another item to the selection, press Command + click the thumbnail. To select all items between the last and current item, press Shift + click the thumbnail.
Preview an item	Double-click the thumbnail. Or select the item, then press Return or choose "Preview" from the Item menu (Command + J). For faster scrolling and zooming with 32-bit images, press Option + Command + J.
Display an item's information window	Double-click the text below the thumbnail. Or select the item, then choose "Get Info" from the Item menu (Command + I).
Edit an item's source file	Press Option + double-click the thumbnail. Or select the item, then choose "Edit Original" from the Item menu (Command + G). To edit the source file in an application other than the one last associated with its file type and creator, press Option + Command + G .
Use an item in another document	Select the item, then choose "Copy" from the Edit menu (Command + C).

Text List view

Text List view shows a list box in the top half of the window and the thumbnail, keyword list, and description of the selected item in the bottom half. Scroll the list box to see items not currently visible.

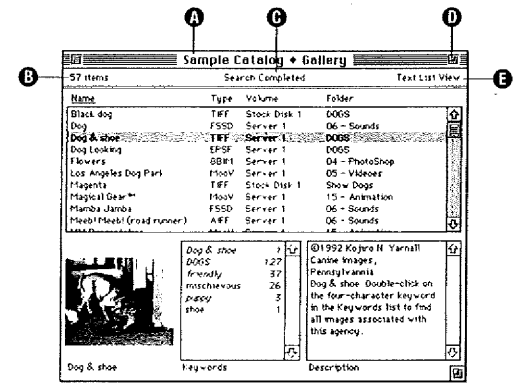
A Displays the name of the open catalog.

B Double-click here to open the Catalog Info window.

C Double-click here to open the Find window.

D Press Option + click here to make the window fill the screen.

E Double-click here to switch to Thumbnail view.



Working in Text List view

To do this...	Follow this procedure...
Reorder all items in the window	Double-click a column heading. Or choose one of the "by" commands from the View menu. The default is the order in which the items were added to the catalog.
Select an item	Click its row in the list box. To add another item to the selection, press Command + click the row. To select all items between the last and current item, press Shift + click the row.
Preview an item	Select the item; then press Return, double-click the thumbnail, or choose "Preview" from the Item menu (Command + J). For faster scrolling and zooming with 32-bit images, press Option + Command + J.
Display an item's information window	Double-click a row in the list box. Or select the item, then choose "Get Info" from the Item menu (Command + I).
Edit an item's source file	Select the item, then press Option + double-click the thumbnail or choose "Edit Original" from the Item menu (Command + G). To edit the source file in an application other than the one last associated with its file type and creator, press Option + Command + G.
Edit an item's keyword list	Select the item, then double-click the word "Keywords" (Command + Y).
Edit an item's description	Select the item, then double-click the word "Description" (Command + U).
Use an item in another document	Select the item, then choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document," page 22.

Previewing an item

QuickTime™ icon

If you would like to look more closely at any image or play sound or movie items, open a Preview window. You can have as many Preview windows as you want open at once.

The names of all open Preview windows appear on the Window menu together with the names of any open Info windows.

Before displaying an item in a Preview window, Aldus Fetch must be able to locate the item's source file—that is, the original file from which the catalog entry was made. Fetch alerts you when a source file cannot be located.

Note: In order to play movies and sounds, you must have the QuickTime extension installed in your System folder, and your Apple Macintosh must be running System 6.0.7 or later. QuickTime is installed automatically when you install Fetch.

▶ **To preview an item:**

Select the item, then press Return.

or

Double-click its thumbnail in the Gallery, Pasteboard, or Info window.

or

Select the item, then choose "Preview" from the Item menu (Command + J).

For faster scrolling and zooming with 32-bit images, open the Preview window by pressing Option + Command + G.

The Preview window, like the Gallery and Pasteboard windows, has an information bar below the title bar. The information bar of the Preview window changes to reflect the file type of the item in the window. What you can do with any preview also depends on the type of item in the window, as described on the following pages.

Shortcuts

Open a Preview window
("Preview" on Item menu)
Command + J *or*
Double-click thumbnail *or*
Select item, then press Return

Close active Preview window
("Close" on File menu)
Command + W *or*
Click close box

Close all secondary windows
Option + click close box

Return to Gallery window
("Gallery" on Window menu)
Command + R *or*
Double-click image

Return to Pasteboard window
("Pasteboard" on Window menu)
Command + B

Previewing still images

A still image initially appears in a Preview window either at actual size (100% magnification) or scaled to fit a window appropriate to your screen size, depending on your preference settings.

A Filename of the item in the window

B File type

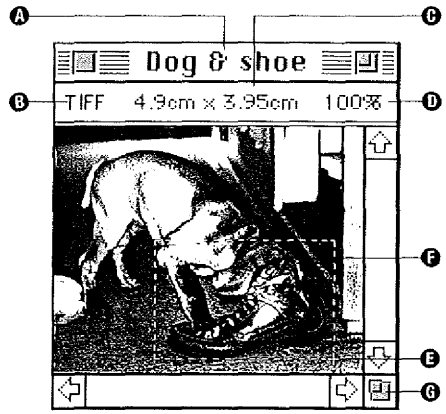
C Image size using the unit of measure specified as the preference

D Current magnification

E Preview window cursor

F Partial-image selection area

G Resize box



Working with a still image in a Preview window

To do this...	Follow this procedure...
Select a portion of the image	Drag a box around the area.
Select the whole image	Choose "Select All" from the Edit menu (Command + A).
Increase magnification in the window	Press Shift + click image.
Decrease magnification in the window	Press Option + click image.
Return image to actual size	Press Shift + Option + click image.
Increase both magnification and window size	Choose "Zoom In" from the View menu (Command + + (plus sign)).
Decrease both magnification and window size	Choose "Zoom Out" from the View menu (Command + - (hyphen or minus sign))
Return image to actual size (100%) and adjust window size to fit	Choose "Actual Size" from View menu (Command + ` (accent)).
Edit the image's source file	Choose "Edit Original" from the Item menu (Command + G). To edit the source file in an application other than the one last associated with its file type and creator, press Option + choose "Edit Original" (Option + Command + G).
Copy the image to the Pasteboard window	Choose "Copy to Pasteboard" from the Item menu (Command + M).
Copy the image to the Clipboard	Choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document," page 22.
Open the item's information window	Choose "Get Info" from the Item menu (Command + I). Or double-click the information bar (above the image).

Previewing movies

A movie item appears in the Preview window at its actual size, with a standard QuickTime control bar that lets you start, stop, and step through the movie; select frames; and control the volume. You cannot resize a movie preview.

A Filename of the movie in the window

B File type (MooV)

C Movie drop-down menu

D Movie duration

E Badge (if control bar is not present)

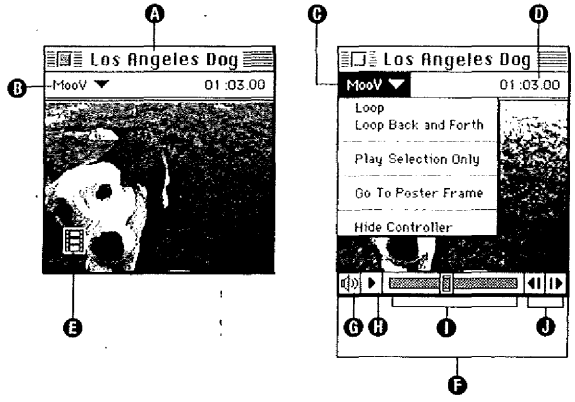
F QuickTime control bar

G Volume control

H Play button

I Play bar

J Step buttons



Working with a movie in a Preview window

To do this...	Follow this procedure...
Select part of the movie	Press Shift + drag within the play bar (selected frames appear highlighted).
Play or pause the movie	Click the play button. Or press the spacebar. Or double-click the movie.
Control playback speed	Press Control + click either of the step buttons.
Step forward or backward one frame	Click the forward or backward step button, or press the right or left arrow key.
Jump to first or last frame	Press Home or End.
Increase or decrease volume	Click the volume control and adjust the slider. Or use the up and down arrow keys.
Show or hide the play bar	Press Tab.
Edit the movie's source file	Choose "Edit Original" from the Item menu (Command + G). To edit the movie in an application other than the one last associated with its file type and creator, press Option + choose "Edit Original..." (Option + Command + G).
Copy the movie to the Pasteboard window	Choose "Copy to Pasteboard" from the Item menu (Command + M).
Copy the movie to the Clipboard	Choose "Copy" from the Edit menu (Command + C).
Open the movie's information window	Choose "Get Info" from the Item menu (Command + I).

Previewing sounds

A sound item in the Preview window appears and works much the same as a movie item, except that there is no visual component. The QuickTime control bar works as described on page 18.

A Filename of the sound in the window

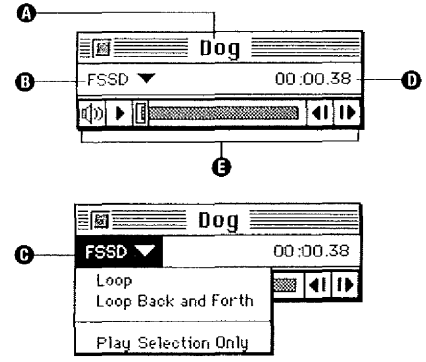
B File type

C Sound drop-down menu

D Sound duration

E QuickTime control bar

All of the Preview window shortcuts and procedures for movies also work for sounds.

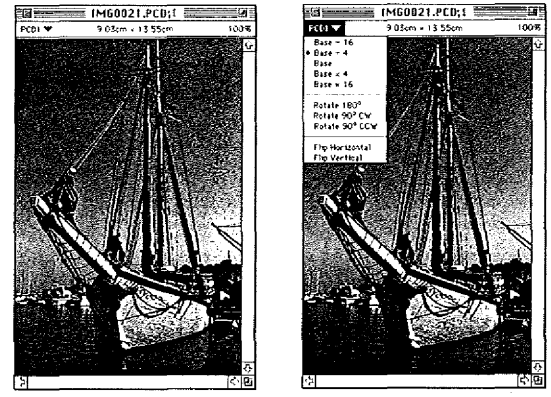


Previewing KODAK Photo CD images

A KODAK Photo CD image is a still image file saved in a format compatible with KODAK's Photo CD imaging software and hardware.

The Preview window for a KODAK Photo CD image is the same as the Preview window for other types of still images, with the addition of a drop-down menu that lets you display the image at different resolutions and rotate or flip the image. If you have selected a part of the image, choosing a command from this menu opens a new Preview window.

Otherwise, all of the shortcuts and procedures described on page 17 also work for KODAK Photo CD images.



Working with an item's source file

Once you have identified a catalog item you want, you can work with it from within the open catalog. For example, you can

- switch to another program to edit the source file (the original file to which the catalog entry points).
- move, copy, or delete the source file.
- copy the item to the Clipboard, switch to another program, and then paste the item in a document.
- copy a reference (or pointer) to the Clipboard or send a reference directly to a supporting application.
- find out more information about the item.
- print or fax thumbnails or the item itself.

The first two bullet-list options are described on this and the following page. The remaining options are described beginning on page 22.

Tip

To edit the source file in an application other than the one that Fetch last associated with a particular file type and creator, press Option while choosing "Edit Original..." from the Item menu. The new application becomes the one that Fetch will remember until you change it again.

▶ To edit an item's source file:

1. Select the item in the Gallery or Pasteboard window.

   Or open a Preview or Info window that contains it.

2. Choose "Edit Original" from the Item menu.

   Aldus Fetch remembers the name and location of the application last used to edit the source file for any item of the same type. If necessary, you will be prompted to choose an application and to specify where the application is located.

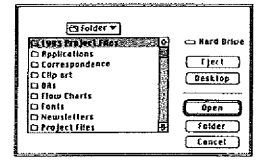
   Fetch opens the application, which in turn opens the source file for editing.

3. Make the changes you want, save the file, and quit the application.

   After quitting the editing application, you are returned immediately to Fetch.

4. Choose "Update Now" from the Admin menu to update the item's thumbnail in the catalog.

   Or you or any other user can update after the prompt that appears the next time that you or another user tries to print, preview, edit, move, or copy the item.



Tip

In a multi-user setting, be careful about using "Move Original..." and "Delete Original..." unless you are sure that the entire workgroup wants the files moved or deleted and is informed afterward.

▶ To copy or move a source file:

1. Select the item in the Gallery or Pasteboard window.
2. Choose "Copy Original..." or "Move Original..." from the Item menu.
3. In the file directory dialog box, locate the folder where you want the copy or the original to go.
4. If the item highlighted in the list box is a folder, click "Open" to open the folder. Or click "Folder" to move or copy the source file to the folder named above the list box.

Note: "Copy Original..." makes a copy of the source file, keeping the link between the catalog item and the original copy only. "Move Original..." moves the source file from its current location to the one you specify, keeping the link between the catalog item and the relocated source file.

Fetch does *not* automatically update the catalog after you move a file. Instead, you must select the item and choose "Update Now" from the Admin menu, or respond to the update prompt the next time you try to print, preview, edit, or get information about the item.

▶ To delete a source file:

1. Select the item in the Gallery or Pasteboard window.
2. Choose "Delete Original..." from the Item menu.

   Be very careful about using the "Delete Original..." command to delete source files. Files deleted in this way do not go into the Trash. Once you confirm the deletion within Fetch, the files are deleted immediately and cannot be recovered.

3. Click "Cancel" if you change your mind or "OK" to go ahead and delete the file.

   Note: Deleting the source file does not delete the item from the catalog. You can, for example, scan a series of photographs, catalog the scanned images, then delete the original files. You'll still have the catalog entries as a way of keeping track of the original photographs. If you do decide to delete the catalog entries as well, use the "Delete..." command on the Admin menu, or select the item and press Delete.

   You can also use the "Purge..." command on the Admin menu to check whether or not Fetch can still locate the source file for a catalog item, then delete the item if you want. For more information about deleting and purging items, see "Maintaining a catalog," page 46.

Using an item in another document

Many of the items in a typical Aldus Fetch catalog represent files that you would use in another document. For example, you might include a SuperPaint illustration in a PageMaker publication or import a QuickTime movie into a Persuasion presentation. Fetch lets you copy any such source file (or part of it) to the Clipboard and then, in the receiving application, paste it in the document you want.

For an increasing number of applications that are *Fetch-aware,* Fetch also provides a way to copy or send a reference only, so that the other document receives a reference, or pointer, to the original file rather than the entire file.

Fetch-awareness can vary from supporting a special Clipboard format for copying and pasting a reference to supporting the "Place" Apple Event. For information on how to use the different transfer methods, see the procedures described below. For information on the latest list of Fetch-aware applications, read the ReadMe file. For details of how your application supports Fetch, contact the application's manufacturer.

Transferring Aldus Fetch catalog items to other documents

If the receiving application...	Use this command...	To transfer...
Is Fetch-aware or not	Copy	A single item or the selected part of an item to another application on the computer you are using.
Supports FTCH Clipboard format	Copy Reference	One or more whole items, with either text (filename, file type) or thumbnails, to another application on the computer you are using.
Supports "Place" Apple Events	Send Reference...	One or more whole items to any computer on the network.

Transferring a file

Copying an item in Fetch and pasting it in your page layout or other application uses the Macintosh Clipboard and copies the entire source file (or selected part thereof) into the receiving application. You can use this method to transfer any catalog item to any appropriate application, whether it is Fetch-aware or not. The receiving document increases in size by the size of the original file or of the selected portion of the file.

▶ To transfer an item or part of an item using "Copy":

1. In Fetch, select an item. Or open a Preview window that contains it and select the part of the item you want.
2. Choose "Copy" from the Edit menu.
3. In the receiving application, choose "Paste" from the Edit menu.

Transferring a reference

Copying a reference or sending a reference is preferable to copying and pasting a file because the receiving document has the option of storing only the reference rather than the entire file. Storing only a reference minimizes the amount by which the receiving document increases in size.

How you place the item in the receiving document will depend on the application you are using. Some Fetch-aware applications require you to paste the reference into the document; others provide a palette or other mechanism for selecting and placing the item. For details, refer to the documentation provided by the application's manufacturer.

▶ To transfer one or more items using "Copy Reference":

1. In Fetch, select one or more items.
2. Choose "Copy Reference" from the Edit menu, then choose "Include Text" or "Include Thumbnails" from the submenu.

   Include the text when the receiving application does not accept thumbnails. Include the thumbnail when the receiving application does accept thumbnails.
3. In the receiving application, place the item according to procedures described in the application's own documentation.

▶ To transfer one or more items using "Send Reference...":

1. In Fetch, select one or more items.
2. Choose "Send Reference..." from the Item menu.
3. In the dialog box, identify and locate the receiving application.

   The application can be on your own computer or on another Macintosh on the network.
4. In the receiving application, place the item according to procedures described in the application's own documentation.

Viewing item or catalog information

When you want to know more about an individual item than Aldus Fetch displays in either Thumbnail or Text List view, select the item and open an Info window. You can have as many Info windows open as you want. A separate Catalog Info window provides additional detail about the catalog as a whole.

The Catalog Info window

The Catalog Info window provides detailed information about the number of items in the catalog, the size of the catalog, modification dates, all keywords used, all active users, and all volumes on which any catalog items reside.

A Displays catalog name.

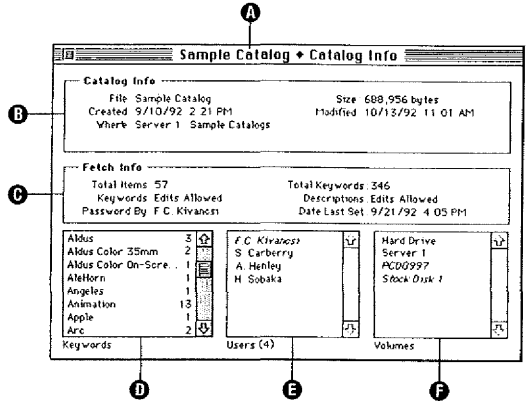
B Displays information about the catalog's filename, size, and location.

C Displays information about the catalog, including the name of the person who last set the password if any.

D Displays master keyword list.

E Displays a list of all logged-in users, with the current user in italics.

F Displays a list of all volumes referenced by the catalog, with unmounted volumes in italics.



Working in the Catalog Info window

To do this...	Follow this procedure...
Open the Catalog Info window	Choose "Catalog Info..." from the File menu. Or double-click the left end of the information bar in the Gallery or Pasteboard window.
Retrieve all items that use a keyword	Double-click that keyword in the "Keywords" list box.
Refresh the keyword list	Double-click the word "Keywords."
Refresh the user list	Double-click the word "Users."
Refresh the volume list	Double-click the word "Volumes."

The Info window

An Info window displays detailed information about an item, including its filename, type, size, creation and modification dates, pathname, keywords, and description. Fetch lists open Info windows on the Window menu.

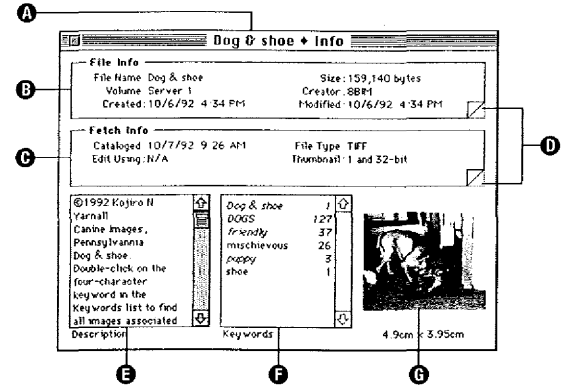
A Displays the item's filename.

B Displays information about the item's source file. Size, creator, and creation and modification dates are taken from information in the source file. If the source file is not available, this information appears as "N/A" in the "File Info" field.

C Displays information about the item's entry in the Fetch catalog.

D Click here to see more information in either of these fields.

E Displays the item's description.



F Displays the item's keyword list.

G Displays the item's thumbnail.

Working in the Info window

To do this...	Follow this procedure...
Open an Info window	In Thumbnail view of the Gallery or Pasteboard window, double-click the text below the thumbnail. Or select one or more items, then choose "Get Info..." from the Item menu (Command + I). In Text List view, double-click an item in the list. Or select one or more items, then choose "Get Info...." In a Preview window, double-click the center of the information bar. Or choose "Get Info..." from the Item menu.
Edit the description	Double-click the word "Description." Or choose "Description..." from the Edit menu (Command + U).
Edit the keyword list	Double-click the word "Keywords." Or choose "Keywords..." from the Edit menu (Command + Y).
Retrieve all items that use a keyword	Double-click that keyword in the list.
Toggle the keyword list order	Press Option + click "Keywords" to toggle the order temporarily between alphabetical and frequency-of-use. To change the default order, use the "Preferences..." command on the Edit menu.
Preview the item	Double-click the thumbnail. Or choose "Preview" from the Item menu (Command + J). For better previewing of 32-bit images, press Control + double-click the thumbnail.
Edit the source file	Press Option + double-click thumbnail. Or choose "Edit Original" from the Item menu (Command + G). To edit the source file using an application other than the one that Fetch last associated with the item's file type and creator, press Option + Command + G.

Setting preferences

The rest of Chapter 2 describes a number of features in Aldus Fetch that let you customize Fetch to suit your working style and that can help make your work more productive. These features are listed below and described in more detail on the following pages.

- Set workstation preferences using the "Preferences..." command from the Edit menu (see pages 26-27).
- Use the Pasteboard window as a temporary staging area for items found from multiple searches (see page 28).
- Create a project file that contains a set of items to which you want quick access or that you want to send to another member of your workgroup (see page 29).
- Use the "Print..." command to print thumbnails or full-size images from within Fetch, or to send thumbnails or images via fax modem to another user (see page 30).

Tip

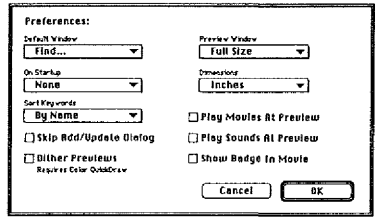
Two other helpful options include setting a default catalog or project and customizing the default search.

To set a default catalog, use the "Default Document..." command on the File menu or the "Save as Default Document" check box in the "Open," "Open Project," "New," and "Save As Project" dialog boxes. The default catalog is the one that Fetch opens automatically when you double-click the Fetch application icon or to which it adds new items when you select and drag one or more document icons over the Fetch icon (System 7 only).

To edit the default search, use the "Define..." command on the Search menu. The default search is the one that is carried out automatically the first time that you open a catalog after starting the program or when you choose "Default" (Command + D) from the Search menu. For information about using the "Define..." command, see "Streamlining your searches," page 12.

▶ **To set or change preferences:**

1. Choose "Preferences..." from the Edit menu.

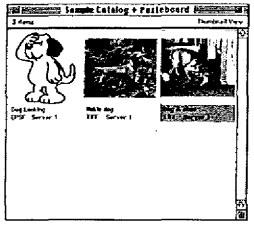


2. Choose the options you want, then click "OK."

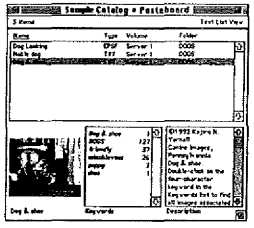
Setting preferences in Aldus Fetch

Option	Choices	Description
Default Window	Find...	Makes Find window active when you open a catalog.
	Gallery (Text List)	Makes Gallery window active when you open a catalog; displays Gallery window in Text List view.
	Gallery (Thumbnail)	Makes Gallery window active when you open a catalog; displays Gallery window in Thumbnail view.
On Startup	None	Double-clicking the application icon starts the program.
	Open Document	Double-clicking the application icon starts the program, then opens the file directory dialog box where you can choose a catalog or project to open. To start Fetch using this option at any time, press Option + double-click the application icon.
	Default Document	Double-clicking the application icon starts the program and opens the catalog or project identified as the default.
Sort Keywords	By Name	Sorts item keyword lists alphabetically.
	By Occurrences	Sorts item keyword lists by frequency-of-use. To toggle the order temporarily, press Option + click "Keywords" below the keyword list box.
Preview Window	Full Size	Displays previews at full size (100% magnification).
	Scaled to Fit	Displays previews at a magnification that Fetch chooses based on the size of your monitor.
Dimensions		Sets the default measurement system for displaying dimensions (inches, points, picas, centimeters, or millimeters).
Skip Add/Update Dialog		When checked, does not display the "Add/Update Options" dialog box when you choose "Add/Update Items..." from the Admin menu. Press Option + choose "Add/Update Options..." to toggle the default temporarily.
Dither Previews		Requires Color QuickDraw. When checked, attempts to improve the display of color and grayscale images when viewed at a lower bit depth (for example, on a monochrome monitor) than the original image. Using this option requires more memory and may result in slower drawing of previewed images. To dither a preview "on the fly," press Option + choose "Preview" (Option + Command + J).
Play Movies at Preview		When checked, movie items play automatically when previewed.
Play Sounds at Preview		When checked, sound items play automatically when previewed.
Show Badge in Movie		When checked, movies appear in Preview windows with a badge rather than a control bar. Click the badge or press Tab to display the control bar when you want it.

Using the Pasteboard window



The Pasteboard window in Thumbnail view



The Pasteboard window in Text List view

The Pasteboard window is a place where you can temporarily store items while a catalog is open. For example, you might select items displayed in the Gallery window as the result of a series of searches, copy them to the Pasteboard window, and then do any of the following:

- Select items in the Pasteboard window, then choose "Preview" from the Item menu to compare the items and pick the one you really want. For information about previewing, see page 16.
- Select items, choose "Export..." from the Admin menu to export the items, and then import them into a new or another catalog. For more information, see "Maintaining a catalog," page 46.
- Select items, then copy and paste them into another document or copy or send references to the items as described in "Using an item in another document," page 22.
- Choose "Print..." from the File menu to print the set of thumbnails. For more information, see "Printing," page 30.

The Pasteboard window functions like the Clipboard but is able to hold more than one item at a time. Fetch clears the Pasteboard window when you close the catalog. You can display the Pasteboard window, like the Gallery window, in Thumbnail view or Text List view. All of the procedures and shortcuts for working in the Gallery window also work in the Pasteboard window. For details, see "Viewing search results," page 14.

Shortcuts

Open Pasteboard window
("Pasteboard" on Window menu)
Command + B

Copy selected item to
Pasteboard window
("Copy To Pasteboard" on Item menu)
Command + M *or*
Press Control + click thumbnail

Clear selected item from
Pasteboard window
("Clear" on Edit menu)
Clear

▶ **To copy an item to the Pasteboard:**

Select one or more items in the Gallery window, then choose "Copy To Pasteboard" from the Item menu.

or

Press Control + click the item's thumbnail in the Gallery or an Info window.

By selecting and copying items one at a time, you can ensure that the items appear in the Pasteboard window in exactly the order you want.

▶ **To see the contents of the Pasteboard window:**

Choose "Pasteboard" from the Window menu.

▶ **To clear an item from the Pasteboard window:**

Select the item, then choose "Clear" from the Edit menu.

Creating a "project" in Aldus Fetch

An Aldus Fetch project is a collection of references to items from a single catalog that you save as a separate file. Use a project for work in progress or to give or send items to another user. Because a project file includes only references or *pointers* to items in the original catalog, it is small in size and can easily be mailed to a user electronically or copied to a floppy disk.

Consider these scenarios and imagine how project files could help you:

- An editor uses a project file to send images to a designer or production artist for the final layout of an article.
- At a newspaper, a photo editor regularly catalogs newly scanned photos, then circulates a daily or weekly project file that contains only the most recent photos for editors to review.
- A production artist who is completing a monthly newsletter creates a project file that contains all the necessary artwork. Opening the project at the start of each day, the artist has exactly the images needed without having to search for them.

Aldus Fetch project icon

▶ **To create a project:**

1. In either the Gallery or Pasteboard window, select the items you want.
2. Choose "Save As Project..." from the Item menu.
3. In the file directory dialog box, enter a name, then click "OK."

▶ **To open and use a project:**

If Fetch is not running:

- Double-click the project icon in the Finder.
- Or drag the project icon over the Fetch application icon.

If Fetch is running:

- If a catalog is open, choose "Open Project..." from the File menu, then select the project.
- If no catalog is open, choose "Open..." from the File menu, then select the project.

Fetch must be able to locate the catalog when you or another user open a project created from it. When you open the project, Fetch opens the catalog from which the project items were saved, then opens the Pasteboard window and copies the project items to it. If the catalog was already open, Fetch adds the project items to any items already in the Pasteboard window.

Although you will typically find and select a catalog item either to edit the source file or use it in another document, you might want to print from the catalog itself—to show a client, for example, or to evaluate items for possible use in a document.

When you choose "Print..." from the File menu, Aldus Fetch prints the contents of the active window. Thus, to print thumbnails, print from the Gallery or Pasteboard window. To print a single full-size image, print from a Preview window. If you have a fax modem installed in your computer, you can also use the "Print..." command to fax thumbnails or images to another person. Use the Chooser to specify the output device that you want.

When you choose the "Print..." command, the resulting dialog box reflects what you have in the active window:

- If the active window is a Preview window, what you see is the standard Macintosh "Print" dialog box that contains no special options for Fetch.
- If the active window is the Gallery or pasteboard window, the bottom half of the dialog box contains the options described in the table below.

Options for printing thumbnails

Print Option	Choices	Description
Print Using	Actual Images	Prints thumbnails using the original source files if available. This option generally yields a higher-quality output.
	Thumbnails in Catalog	Always prints from the thumbnail images available in the catalog.
Quality	Best (slowest)	Provides the highest-quality output and the slowest print times.
	Better	Provides medium-quality output at moderate print times.
	Good (faster)	Provides the lowest-quality output but the fastest print times.
Larger Thumbnails		When checked, prints thumbnails that are twice the normal height and width (four times the area of a regular thumbnail.
Number pages from		Unless you enter a number for the first page of your output, Fetch starts with the number specified as the first number at the beginning of the dialog box or with page 1.

Chapter 3

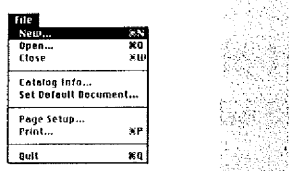
Creating and Managing Catalogs

Chapter 3 describes how to create, maintain, and modify Aldus Fetch catalogs; how to add and modify keyword lists and item descriptions; and how to control access to administrative functions in a multi-user environment.

To carry out most of the procedures described in this chapter, you must have full access to the open catalog. If you open a catalog and the Admin menu contains only the command "Enter Password...," choose the command and enter the password. Or check with your catalog administrator.

Creating a new catalog

You can create a new catalog in either of these two ways:



Start Fetch, choose "New..." from the File menu as described below, and then choose "Add/Update Items..." from the Admin menu as described on page 34.

If no catalog is open and you do not have a default catalog, select the items you want the catalog to contain, drag the icons onto the Fetch application icon until all icons are highlighted, and then release.

Creating a new catalog from within Aldus Fetch

When you create a catalog using the "New..." command, Fetch prompts for a catalog name, then opens the catalog and displays your default startup window. The catalog is empty. To add items, follow the instructions in "Updating a catalog," page 34. Or import a previously exported catalog (or part of a catalog) as described in "Maintaining a catalog," page 46.

Shortcuts

Create a new catalog ("New..." on File menu)
Command + N

Save new catalog as default ("Save as Default Document" option in file directory dialog box)
Command + S

Add items to a catalog ("Add/Update Items..." on Admin menu)
Command + E

▶ **To create a new catalog:**

1. Start Fetch, then choose "New..." from the File menu.

   If you already have a catalog open, the "New..." command is dimmed. You must close the open catalog before you choose "New..." because Fetch allows only one catalog to be open at a time.

2. In the file directory dialog box, specify a name and location for the new catalog.
3. Check "Save as Default Document" if you want the new catalog to be your default catalog.

   The default catalog is the one that opens automatically when you double-click the Fetch icon or to which files are added when you drag icons over the Fetch icon and no other catalog is open. (System 7).

4. Click "Save."

   Fetch creates the catalog, opens it, and then opens the Find window.

5. Add items to the catalog as described on page 34.

Creating a new catalog from the Finder

When you create a new catalog by dragging items over the Fetch icon, the selection can include files, folders, or entire volumes in any combination. You can only use this method if no other catalog is open. Otherwise, the files you drag over the Fetch icon are added to the default catalog (if there is one) or to the open catalog.

Tip

If the Fetch application icon does not become highlighted when you drag a selection over it, you may need to rebuild your desktop. To do so, press and hold down Option + Command while restarting your computer.

▶ **To create a new catalog from the Finder:**

1. Start Fetch, then close any open catalog.
2. In the Finder, select the icons for the files, folders, or volumes that you want in the catalog.
3. Drag the collection of icons over the Fetch icon, then release.

   Fetch starts up, then asks if you want to create a new catalog or open an existing one.

4. Click "New."
5. In the file directory dialog box, specify a name and location for the new catalog. Check "Save as Default Document" if you want the new catalog to be your default catalog, then click "Save."

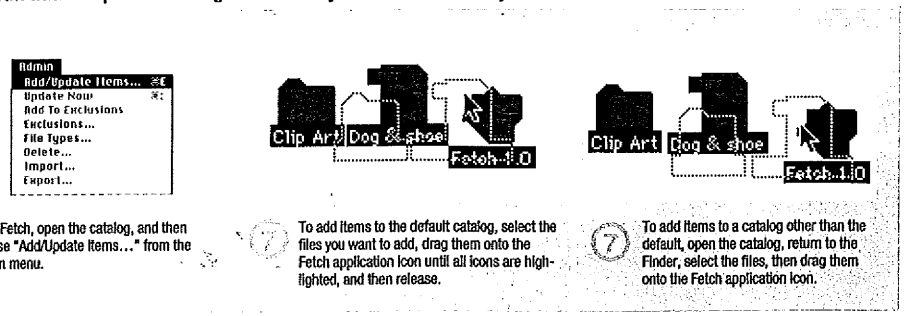
   The default catalog is the one that opens automatically when you double-click the Fetch icon or to which files are added when you drag their icons over the Fetch icon.

6. Review the settings in the "Add/Update Options" dialog box, change any that you want, and then click "Continue...."

   For more information on the options in this dialog box, see "Setting catalog update options," page 36.

Updating a catalog

You can add or update catalog items in any of these three ways:



Start Fetch, open the catalog, and then choose "Add/Update Items..." from the Admin menu.

To add items to the default catalog, select the files you want to add, drag them onto the Fetch application icon until all icons are highlighted, and then release.

To add items to a catalog other than the default, open the catalog, return to the Finder, select the files, then drag them onto the Fetch application icon.

Updating from within Aldus Fetch

When you add to or update a catalog using the "Add/Update Items..." command, Fetch first displays the "Add/Update Options" dialog box, then a file directory dialog box where you can select the files, folders, or volume that you want to add to the open catalog.

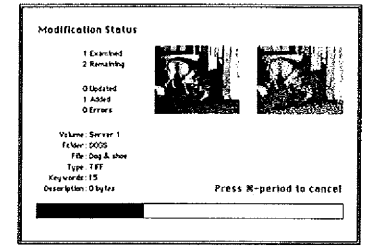
▶ **To add or update catalog items:**

1. Start Fetch, open a catalog, and then chose "Add/Update Items..." from the Admin menu.
2. Review the settings in the "Add/Update Options" dialog box, change any that you want, and then click "Continue...."
3. In the file directory dialog box, locate the file, folder, or volume that you want to add to the catalog.

   The volume that contains the files you want to add must be mounted (currently available) before you continue.

To add...	Follow this procedure...
A single file	In the list box, select the file. Click "Open."
All files in a folder or on a volume	Make sure that the name of the folder or volume you want appears above the list box. Click "Folder."
All files and subfolders within a folder or volume	Make sure that the name of the folder or volume you want appears above the list box. Check "Include Subfolders," then click "Folder."

Fetch quickly scans the volume where the source files reside, displays the "Modification Status" box, and then begins to examine each file in turn before adding it to the catalog. Where a preview of the file is available, Fetch shows the 8- or 32-bit version on the left and a 1-bit version on the right.



When everything has been cataloged, Fetch displays an "Add/Update Summary" message.

4. Click "OK."

   Fetch returns you to the "Add/Update Options" dialog box, where you can click "Continue..." again or "Done" to return to your catalog.

Tip

Fetch ships with a reasonable set of default settings for cataloging most files under most circumstances. You can change these options at any time, return to the original defaults, or create your own. For more information about these options, see page 36.

The "Add/Update Options" dialog box appears only if the option "Skip Add/Update Dialog" is unchecked in the "Preferences" dialog box (use the "Preferences..." command on the Edit menu). By default, this option is unchecked, so that you will continue to see the "Add/Update Options" dialog box each time until you reset your preferences.

Updating by dragging in the Finder

When you add or update files by dragging them over the Fetch icon, the selection can include files, folders, or volumes in any combination:

- If you have a default catalog and no other catalog is open, Fetch updates the default catalog.
- If a catalog is open, Fetch updates the open catalog.

▶ **To update a catalog from the Finder:**

1. Select the icons for the files, folders, or volumes you want to add or update.
2. Drag the collection of icons over the Fetch icon.
3. Review the settings in the "Add/Update Options" dialog box, change any that you want to change, and then click "Continue...."

   When updating is complete, Fetch displays the "Add/Update Summary" message.
4. Click "OK" to return to your catalog.

Setting catalog update options

Unless you set your preferences otherwise, Aldus Fetch displays the "Add/Update Options" dialog box whenever you

- choose "Add/Update Items..." from the Admin menu.
- choose "Import..." from the Admin menu.
- add items to a catalog by dragging files over the Fetch icon in the Finder.
- create a new catalog by dragging files over the Fetch icon in the Finder when there is no default catalog.

The defaults that ship with the product work for most files under most circumstances. You can change these options at any time, return to the previous defaults, or create your own. If you prefer not to see this dialog box each time, choose "Preferences..." from the Edit menu, then check "Skip Add/Update Dialog" in the "Preferences" dialog box.

The "Add/Update Options" dialog box

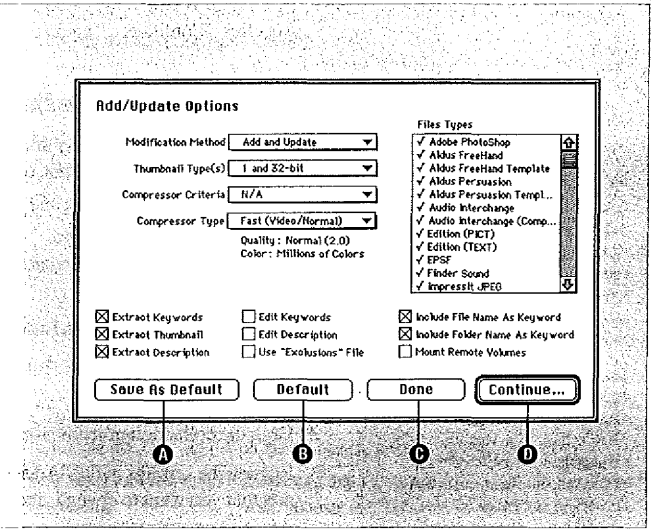
Use this illustration and the table on the following page to explore the cataloging options that Fetch provides. If you are running System 7, you can open the dialog box in Fetch, choose "Show Balloons" from the Help menu, and use Balloon Help to explore the different options.

A Click "Save As Default" to save the current settings as the new default.

B Click "Default" to return to your previous default settings.

C Click "Done" when you have finished adding or updating all the items you want.

D Click "Continue..." to tell Fetch to start adding or updating the items using the current settings.



Catalog update options

Option	Choices	Description
Modification Method	Add; Update; Add and Update	Adds new items only if they do not already exist; updates items only if there have been changes.
	Add Unconditionally	Adds new items even if they already exist.
	Update Unconditionally	Updates items even if there have been no changes.
Thumbnail Type(s)	1-bit; 8-bit; 32-bit	Stores only 1-bit, 8-bit, or 32-bit thumbnails.
	1 and 8-bit; 1 and 32-bit; 8 and 32-bit;1, 8 and 32-bit	Stores multiple versions of thumbnails, for optimal display on different monitors. 32-bit thumbnails are compressed by QuickTime.
	Help...	Provides assistance in selecting thumbnail types.
Compressor Criteria	N/A	Chooses a compressor arbitrarily.
	Speed	Chooses the fastest compressor.
	Fidelity	Chooses the highest-quality image.
	Compression	Chooses the smallest possible image.
Compressor Type	Fast (Video/Normal)	Chooses speed over image quality.
	Good (Video/High)	Chooses speed but considers image fidelity.
	Better (JPEG/Most)	Chooses image quality over speed.
	Other...	Chooses an appropriate level of quality.
File Types		Lists all the file types that Fetch currently recognizes. To check all, press Command + A. To uncheck all, press Command + Delete. To check any one, click its name.
Extract Keywords*		Looks for and extracts any keywords saved with the source file.
Extract Thumbnail*		Looks for and extracts any preview image saved with the source file.
Extract Description*		Looks for and extracts any description saved with the source file.
Edit Keywords		Opens the "Edit Keywords" dialog box as it adds or updates each item.
Edit Description		Opens the "Edit Description" dialog box as it adds or updates each item.
Use "Exclusions" File*		Excludes any file whose name appears in the "Exclusions..." dialog box. For details, see page 38.
Include File Name As Keyword		Adds the item's filename to the keyword list.
Include Folder Name As Keyword*		Adds the name of the folder where the file is located to the keyword list. Not available during importing.
Mount Remote Volumes*		Attempts to mount any unmounted volume that is referenced by an alias. Not available during importing.

* Not available during importing.

Excluding a file from adding or updating

As you build and modify catalogs, you can tell Aldus Fetch to skip files of a certain type or name. For example, if you create preseparated DCS files for a PageMaker publication, you typically want to catalog the composite file only, not the individual separation files. Or if you have a CD-ROM disc that contains a number of files that are corrupted but cannot be removed, you can skip those files during cataloging.

If you want to skip

- files of a specific type, you can uncheck that file type in the "File Types" list box in the "Add/Update Options" dialog box, as described on page 36. Or you can remove the file type from the list altogether, using the "File Types..." command on the Admin menu. For more information about file types and Fetch, see "Adding or deleting a file type," page 40.
- files with a specific name, you can use the procedures described on this and the following pages to create an *exclusions list*.

You can create an exclusions list by selecting items within an existing catalog or by giving Fetch an explicit set of names.

- When you have a catalog open, you use the "Add To Exclusions" command on the Admin menu to add selected items to the exclusions list. "Add To Exclusions" is dimmed if there are no items selected in the Gallery or Pasteboard window or if no Preview or Info windows are open.
- Whether you have a catalog open or not, you can use the "Exclusions..." command on the Admin menu to specify files by name.

Fetch exclusions icon

Fetch Exclusions

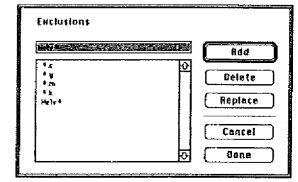
In either case, Fetch creates a single exclusions list for all the catalogs you use on your computer and saves it in your System folder. If you want to share this list with other users, you must copy it, then send or give the file to them.

▶ To add cataloged items to the exclusions list:

1. In the Gallery or Pasteboard window, select the items whose filenames you want Fetch to skip when adding or updating catalogs in the future.
2. Chose "Add To Exclusions" from the Admin menu.

▶ To view or modify the exclusions list:

1. Choose "Exclusions..." from the Admin menu.



2. In the "Exclusions" dialog box:

To...	Follow this procedure...
Add a name	Type the filename you want into the edit box, then click "Add." Pathnames are not allowed. Case is ignored. Names can include an asterisk (*) as a wildcard character. For example, to tell Fetch to skip the individual separation files when updating a DCS file, you can include "*.c," "*.y," "*.m," and "*.k" in the exclusions list.
Rename an entry	Select it in the list box, type a new name in the edit box, then click "Replace."
Remove a name	Select it in the list box, then click "Delete."

3. When you have made all the changes you want, click "Done" to close the dialog box and save the list.

Shortcuts

Delete a filename ("Delete" button in "Exclusions" dialog box)
Command + D

Replace a filename ("Replace" button in "Exclusions" dialog box)
Command + R

Close dialog box ("Done" button in "Exclusions" dialog box)
Command + Return

Adding a file type

Aldus Fetch can recognize and catalog many types of files, including those created by the most widely-used desktop publishing programs, presentations programs, and other programs for creating graphics, movies, sounds, and animations. For a complete list of the file types that Fetch recognizes, look at the "File Types" list in the "Add/Update Options" dialog box or in the Find window.

Using the "File Types..." command from the Admin menu, you can modify the list by adding, replacing, or deleting file types as long as the list contains no more than 64 file types at a time. For example, you might want to add the file type for an application that you use frequently but whose file type is not currently on the list. Or replace an existing file type when the manufacturer ships a new version of the product. Or remove altogether file types that you do not want to catalog and whose name you do not want to appear in the list in the Find window or in the "Add/Update Options" dialog box.

If you add the file type for an application that does not save a preview, what you will see in Fetch will be the icon of the application that created the file, not a thumbnail. Although you cannot preview these files in Fetch, you can enjoy the other benefits of having the file cataloged and accessible from within the catalog.

Note

When you add or update files that have been compressed using Disk Doubler, Fetch automatically calls Disk Doubler to decompress the files as needed.

▶ To modify the list of file types that Fetch recognizes:

1. Choose "File Types..." from the Admin menu.
2. In the "File Types" dialog box:

To...	Follow this procedure...
Add a file type	In the "Name" edit box, type a description up to 29 characters long. In the "File Type" edit box, enter the four-letter code for the file type you want to add. Click "Add." Or click "Choose..." if you are not sure what name or code to enter. In the resulting file directory dialog box, locate an example of the type of file that you want to add, then click "OK" to return to the "File Types" dialog box. Then click "Add."
Replace a file type	Select it in the list box, type a new name in the edit box, then click "Replace."
Remove a file type	Select it in the list box, then click "Delete."

3. Repeat step 2 as often as you want, then click "Done" to close the dialog box and save the revised list.

The following table lists all of the file types recognized by Fetch at the time this book went to press. For each file type, the table shows the application typically used to create it and other applications in which you can edit it.

File formats

File type	Name	Typically created using...	Can also be edited using...
8BIM	Adobe PhotoShop	Adobe Photoshop	Fractal Painter 1.2
FHD3	Aldus FreeHand	Aldus FreeHand 3	n/a
FHT3	Aldus FreeHand Template	Aldus FreeHand 3	n/a
ALB4	Aldus PageMaker v4	Aldus PageMaker 4	n/a
ALT4	Aldus PageMaker v4 Template	Aldus PageMaker 4	n/a
ALB5	Aldus PageMaker v5	Aldus PageMaker 5	n/a
ALT5	Aldus PageMaker v5 Template	Aldus PageMaker 5	n/a
PRS2	Aldus Persuasion	Aldus Persuasion 2	n/a
PRT2	Aldus Persuasion Template	Aldus Persuasion 2	n/a
AIFF	Audio Interchange	SoundEdit or SoundEdit Pro	
AIFC	Audio Interchange (Compressed)	SoundDesigner Pro	
edtp	Edition (PICT)	Any application that supports Publish	
edtt	Edition (TEXT)	Any application that supports Publish	
EPSF	EPSF	Aldus FreeHand, PageMaker, Adobe Illustrator	
sfil	Finder Sound	SoundEdit or SoundEdit Pro	
RJPG	Impressit JPEG	Radius Impressit	
PCDI	KODAK Photo CD	Your KODAK photo finisher	
PNTG	MacPaint	MacPaint	SuperPaint, others
MuAd	Multi-Ad Creator	Multi-Ad Creator	n/a
AdSt	Multi-Ad Creator Stationery	Multi-Ad Creator	n/a
PICS	PICS Animation	SuperCard 1.5	
PICT	PICT	Aldus FreeHand, SuperPaint, others	MacDraw, PhotoShop, others
MooV	QuickTime Movie	Adobe Premiere, Movie Player	
RIFF	RIFF	Color Studio, Image Studio	
FSSD	SoundEdit	SoundEdit, SoundEdit Pro	
JPEG	Storm JPEG	Picture Press 2.5, Adobe Photoshop	
StPP	Storm JPEG ++	Picture Press 2.5, Adobe Photoshop	
TIFF	TIFF	Adobe PhotoShop, scanning applications	PhotoShop, Studio 32

Editing a keyword list

Shortcuts

Open Info window to see item's keyword list ("Get Info" on Item menu)
Command + I *or*
Double-click filename of item

Open Catalog Info window to see master keyword list ("Catalog Info" on File menu)
Double-click left end of information bar in Gallery or Pasteboard window

Edit keyword list ("Keywords" on Edit menu)
Command + Y *or*
Double-click "Keywords"

Tip

The "Keywords" list in the Catalog Info window (choose "Catalog Info" from the File menu) is an alphabetical master list of all the keywords used in the catalog.

To export the master keyword list—for example, to help train new users of a catalog or to determine what kinds of new keywords to add for new items—choose "Export..." from the Admin menu when the Catalog Info window is active. In the "Save as" dialog box, enter a name, then click "OK." If you wish, you can open and edit this exported list in any word-processing program. (You cannot import the list back into Fetch.)

When you add items to a catalog, Aldus Fetch automatically stores a thumbnail image (when available) of each item, along with information such as its filename, file type, volume, and so on. For a complete display of information about any item in the catalog, select the item, then choose "Get Info..." from the Item menu.

Each item can also have an unlimited list of keywords associated with it (each up to 31 characters long). Like a library with a good subject catalog, a Fetch catalog with a good keyword list can be a valuable tool for finding the information you need. Keywords can be extracted during cataloging if they're available in the source file or added or edited later. In a multi-user environment, a catalog administrator can control who edits the keyword list. For more information, see "Setting catalog privileges," page 49.

▶ To extract keywords while adding items to a catalog:

Make sure that "Extract Keywords" is checked in the "Add/Update Options" dialog box, then continue to add or update items.

Fetch then examines each source file it catalogs for keywords and adds them to the keyword list for the item. An extracted keyword appears in italics in the "Keywords" list box in Text List view or in the Info window and cannot be further edited from within Fetch.

▶ To enter keywords manually while adding items to a catalog:

1. Make sure that "Edit Keywords" is checked in the "Add/Update Options" dialog box, then continue to add or update items.

   Fetch displays the "Edit Keywords" dialog box as it examines each item before adding it to the catalog.

2. Enter one or more keywords, then click "OK" to return to the "Modification Status" box and continue with the next item.

▶ To display the existing keyword list for an item:

Select the item, then choose "Get Info..." from the Item menu. A ... above the list indicates that you do not have permission to edit the list.

or

Select the item from the list box of the Gallery or Pasteboard window in Text List view.

Keyword strategies

If you are the only user of a catalog, you might add any keywords you want to items in the catalog and probably still find what you're looking for. However, for a large catalog used by many people, a consistent, well-defined keyword scheme can add significant value.

Here are a few suggestions to consider as you develop your keyword lists:

Have a basic plan, then publish and use it. The more cohesively the keyword plan is defined and the more consistently it is applied, the more easily users learn how to use keyword searches effectively.

Use multiple keywords for each item. Choose keywords that reflect different aspects or attributes of each item—subject, mood, colors, number of subjects, client, project—instead of keywords that simply repeat the same idea.

Use both general and specific keywords. For example, for a photograph of a rose garden, use "garden," "plant," "flower," "rose," and so on.

For images, use colors, the field of view (aerial, panorama, closeup), the style of photography, or the type of item.

For sounds, use adjectives that describe tempo, style, and melody.

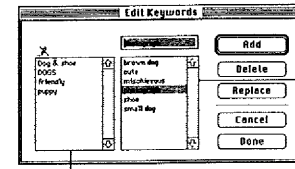
For movies, combine the suggestions given above for images and sounds. Add adjectives that describe the cinematography and visual style.

▶ To edit the keyword list for a single item:

1. Select the item, then choose "Keywords..." from the Edit menu.

   Or display the keyword list as described on the previous page, then double-click the word "Keywords" below the list box.

   Note: If "Keywords..." is dimmed on the Edit menu, you do not have permission to edit keywords for items in the open catalog. Check with your catalog administrator.



The list box on the right contains any keywords added during or after cataloging. These appear in normal type in the combined keyword list and can be edited by those with permission to do so.

The list box on the left contains any keywords extracted from the item's source file. These appear in italics in the combined keyword list and cannot be edited within Fetch.

2. In the edit box:

To...	Do this...
Add a new keyword	Type the word, then click "Add" (or press Return).
Remove a keyword	Select it, then click "Delete" (or press Command + D).
Change a keyword	Select it, type the new wording, and then click "Rename" (or press Command + R).

3. Click "Done" (or press Command + Return) to save the changes and close the dialog box.

▶ To add the same set of keywords to multiple items at once:

1. Select the items you want, then choose "Keywords..." from the Edit menu.
2. In the "Edit Keywords" dialog box, enter the keywords you want as described above.
3. Click "Done" to save the changes and close the dialog box.

Editing a description

©1992 Kojiro N. Yarnall
Canine Images, Pennsylvania.
Dog & shoe.
Double-click on the four-character keyword in the Keywords list to find all images associated

In addition to adding keywords to any item, you can add a description up to 32,000 characters long. You can use the description field to keep track of any information about the source file that you might find useful or important. For example, you might use a description to keep notes about the origin of an item or how it should be used. The description for a photo image could include notes about who took the original photograph, where the original is stored, who scanned the image, the scanner settings, and copyright information.

If the original application provides a way for you to enter and save descriptive text with the source file (look for an increasing number of manufacturers to provide this capability in the near future), you can have Fetch extract this information automatically as it catalogs the item. Otherwise, you can add or edit a description either during or after cataloging. In a multi-user environment, a catalog administrator can control who edits descriptions. For more information, see "Setting catalog privileges," page 49.

Shortcuts

Open Info window to see item description ("Get Info" on Item menu)
Command + I *or*
Double-click filename of item

Edit description ("Description" on Edit menu)
Command + U *or*
Double-click "Description"

▶ To extract descriptions while adding items to a catalog:

Make sure that "Extract Description" is checked in the "Add/Update Options" dialog box, then continue to add or update items as described earlier in this chapter.

Fetch then examines each source file it catalogs for a description and adds it to the catalog entry for the item. An extracted description appears in italics in the "Descriptions" field in Text List view or in the Info window and cannot be further edited from within Fetch.

▶ To enter descriptions manually while adding items to a catalog:

1. Make sure that "Edit Description" is checked in the "Add/Update Options" dialog box, then continue to add or update items as described earlier in this chapter.

   Fetch then displays the "Edit Description" dialog box as it scans each item to add to the catalog.

2. Type or paste a description, then click "OK" to return to the "Modification Status" box.

▶ To display the description for an item:

Select the item, then choose "Get Info..." from the Item menu.

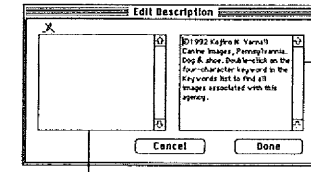
or

Select the item in Text List view of the Gallery or Pasteboard window.

▶ To edit the description for an item:

1. Select the item, then choose "Description..." from the Edit menu. Or display the description as described above, then double-click the "Description" box.

   Note: If "Description..." is dimmed on the Edit menu, you do not have permission to edit descriptions for items in the open catalog. Check with your catalog administrator.



The list box on the right contains the description added during or after cataloging. This appears in normal type in the combined description field and can be edited by those with permission to do so.

The list box on the left contains the description, if any, extracted from the item's source file. This appears in italics in the combined description field and cannot be edited within Fetch.

2. In the box on the right, type or paste new text.
3. Click "Done" (or press Command + Return) to save the description and close the dialog box.

Tip

If you scan a number of images using the same scanner settings, you can enter the description of the settings in the description field for one of the items, then use "Select All" and "Copy" to copy the description to the Clipboard. From the Clipboard, you can paste the same description into the description field for each of the remaining items.

Maintaining a catalog

Catalogs—especially large ones—that are heavily used, frequently updated, or used by many people can become out-of-date or even damaged over the course of time. In addition to routinely backing up all catalogs and source files (and keeping the backups in a safe place), it is a good idea to perform other housecleaning tasks regularly as well.

The Admin menu provides the catalog manager or administrator with tools that can help with everything from routine catalog maintenance to attempting to recover a catalog if something does go wrong.

Merging catalog contents

The "Export..." and "Import..." commands let you merge complete or partial contents of catalogs, create new ones from old ones, convert a Multi-Ad Search catalog to a Fetch catalog, or recatalog the recovered contents of a damaged catalog. Exporting is also a useful way to back up a catalog or to compact a catalog from which you regularly delete numbers of items.

▶ **To export a catalog:**

1. Open the source catalog and use the Find window to retrieve and select the items you want to add to the destination catalog.

   Use "Find All" and "Select All" if you want to export the entire catalog. Or copy selected items to the Pasteboard window (in the order in which you want them in the new catalog), then select all the items in the Pasteboard window.
2. Choose "Export..." from the Admin menu.
3. In the file directory dialog box, enter a name for the export file, then click "Save."

▶ **To import a catalog:**

1. Open the destination catalog. Or create a new, empty catalog.
2. Choose "Import..." from the Admin menu.
3. Check the settings in the "Add/Update Options" dialog box, then click "Continue...."
4. In the file directory dialog box, select the exported file, then click "Import."

Tip

To convert a catalog originally created in Multi-Ad Search, open the catalog in Multi-Ad Search, then export it. Open Aldus Fetch, create a new catalog, and then import the exported Search catalog.

Removing items from a catalog

Together, the "Delete...," "Purge...," and "Volumes..." commands let you clear the database of unwanted or out-of-date items or references.

Admin menu commands for removing items

Use this command...	To...
Delete...	Remove selected items outright.
Purge...	Remove selected items whose source files you suspect may no longer be available.
Volumes...	Remove a volume reference from the catalog after all items that referred to that volume have been deleted.

Important!

The "Delete..." and "Purge..." commands are available only when you are the only user who has the catalog open. Fetch displays a message if you try to use either of these commands while other users have the catalog open. When this happens, you can open the Catalog Info window to see who the other users are, ask them to close the catalog, and try the command you want again.

▶ **To remove items from the catalog:**

1. Select the items you want to delete.
2. Choose "Delete..." from the Admin menu.
3. Click "OK" to confirm the deletion.

▶ **To remove items whose source files may no longer be available:**

1. In the Gallery or Pasteboard window, select the items that you want to check on.
2. Choose "Purge..." from the Admin menu.

   Fetch tries to locate the source files for the selected items, then displays the names of of any it cannot find.
3. Select one or more items from the list box, then click "Purge."
4. Click "Done" to close the dialog box and delete the items.

▶ **To remove a volume whose items have all been deleted:**

1. Choose "Volumes..." from the Admin menu.

   In the "Volumes" dialog box, Fetch lists the names of all the volumes referenced in the catalog.
2. Select one or more names from the list box, then click "Delete."
3. Click "OK" to confirm the deletion, then click "Done" to close the dialog box.

Checking and recovering a damaged catalog

When you suspect that a catalog may be damaged, first try rebuilding your desktop, then verify the catalog. As a last resort, if you have a catalog that you cannot open at all, recover the catalog and import the recovered contents into a new, empty catalog.

▶ **To verify a catalog:**

1. Open the catalog.
2. Choose "Verify..." from the Admin menu.
3. Click "OK" in response to the prompt that asks you to confirm that you want to verify.

   Verifying a large catalog can take a long time, so you may want to be sure that you are not tying up either the catalog itself or the computer when you or others need them.

Fetch checks the catalog, performs any necessary repairs that it can, and then informs you when the verification is complete. It shouldn't be necessary to verify catalogs often, but you might plan on doing it once in a while for heavily used catalogs.

▶ **To recover the contents of a damaged catalog:**

1. Close the current catalog if you have one open.
2. Choose "Recover..." from the Admin menu.
3. Click "OK" in response to the prompt that asks you to confirm that you want to recover a catalog.
4. In the file directory dialog box, choose the name of the damaged catalog, then click "OK."

Fetch will then attempt to recover as much as it can (individual items and related information). When recovery is finished, open the recovered catalog, export its contents, and then import it into a new empty catalog.

Tip

To rebuild your desktop, press and hold down Option + Command while starting your computer.

Setting catalog privileges

An Aldus Fetch catalog is considered *protected* if a password is required for access to the commands on the Admin menu or *unprotected* if no password is required. Password protection is strongly recommended when a catalog is available to multiple users across a network, but not necessary if you are the single user of a catalog on your own computer.

Multiple users can open and search a protected catalog and can preview, print, copy, or edit the items in it. They can also edit keywords and descriptions at the discretion of a catalog administrator. They cannot, however, add new items, update existing items, or delete items from the catalog.

▶ **To set or change the password for a catalog:**

1. Open the catalog.
2. Choose "Privileges..." from the Admin menu.
3. Click "Set Password..." in the "Privileges" dialog box.
4. In the "Set Password" dialog box, type the old password (if there was one) and the new one twice.

   The second time is to verify that the new password is correct. To leave the catalog unprotected, the password should be blank.
5. Click "OK" once to close the "Set Password" dialog box, then click "OK" again to close the "Privileges" dialog box and save the new password.
6. Close the catalog and reopen it to put the changes into effect.

Tips

For more information about multiple user access to Fetch catalogs, see the next section, "Using Aldus Fetch on a network." For information that may have become available after this book went to press, refer to the file, ReadMe (Networks).

Look in the Catalog Info window for the name of the user who last set the password.

You cannot set a password if your user name is blank in the Sharing Setup control panel (under System 7) or if your Chooser name is blank (under System 6).

Once a catalog is protected by a password, only one command, "Enter Password...," appears on the Admin menu when you open the catalog. Any user can open the catalog to find, preview, copy, edit, and print catalog items. Only users who supply the correct password can perform any of the administrative functions.

The user—referred to as the catalog manager or administrator—who sets the password can also specify whether or not other users can edit keywords or descriptions. While in the "Privileges" dialog box, check

- "Edit Keywords" to allow other users to edit keyword lists.
- "Edit Description" to allow other users to edit descriptions.

The "Keywords..." and "Description..." commands on the Edit menu appear dimmed to any user who does not have permission to edit keywords and descriptions for the open catalog.

Using Aldus Fetch on a network

When an Aldus Fetch catalog is made available to a group of users across a network, Fetch becomes a powerful tool for enhancing workgroup productivity. Because Fetch stores only a link to the original source file and a low-resolution thumbnail, a catalog takes up very little storage space and can be opened from almost any Apple Macintosh on the network.

These two pages describe some of the ways that Fetch behaves when a catalog is opened by multiple users and discuss some of the basic strategies for using Fetch on a network. For additional information, refer to the ReadMe file and, more importantly, ReadMe (Networks). Both were installed automatically in your Aldus Fetch folder.

A single Fetch catalog can contain references to source files on multiple hard disks, servers, CD-ROMs, or floppy disks, whether these media are mounted or not. When Fetch needs to retrieve a source file (for copying or editing, for example) that resides on a network volume, it automatically mounts that volume, prompting for a volume password when required. If a source file is stored on removable media, such as floppy disks or CD-ROM discs, Fetch prompts for the disk by name. A shared catalog can be on a network file server or on any one user's Macintosh if the Macintosh is running Personal AppleShare under System 7.

If you are running System 7, Fetch automatically keeps track of source files that have been moved or renamed on the same volume. (If you are not running System 7, you will have to keep track of these files yourself.)

In a typical scenario, many users would open Fetch, locate items they want, and leave Fetch running in the background while they switch to other applications to edit source files, work on other documents, read electronic mail, and so forth. Meanwhile, at any given time, only some of those users would be actively using the catalog to search for and preview items they might be interested in, while fewer still might be adding or updating items, keywords, or descriptions.

Fetch allows only one user at a time to modify (write to) the catalog—that is, edit keywords or descriptions or add or update items—and temporarily prevents others from making modifications until that user is done. If you need to make modifications and Fetch tells you that another user is already doing so, you can check the active user list in the Catalog Info window to see who else is using the catalog. Other users can, meanwhile, continue to read the catalog—search, preview, get information, copy, print, and so forth.

Tip

If you need to know the password for a catalog, you can open the Catalog Info window to find out the name of the last person who set the password.

Note: Two administrative functions—"Delete..." and "Purge..." on the Admin menu—require that all other users close the catalog before the remaining user can perform them.

The greater the number of users who have a catalog open, the slower individual searches will be. The following factors can also affect performance:

- what the users are doing in Fetch
- how fast the server is
- how fast the network is

If you want to limit who can write to the catalog, you can set a password as described on page 49. Whether or not your catalog is password-protected in Fetch, *it is essential that you also set up the following network access conditions.*

Network access to catalogs and source files

For access to the...	The folder that contains it...
Catalog	Must be located in a folder to which all users and administrators have both read and write access. Do not keep the catalog in a folder that has mixed access privileges. *Failure to observe this condition may result in loss of data.*
Source files	Can be located in folders to which different users have different levels of access. *No access* is required for users to search, print thumbnails, view thumbnails, send or copy references, edit keywords or descriptions (if permitted), or view most item information. *Read access* is required for users to get full item information, preview, print images, copy items to the Clipboard, or copy source files. *Write access* is required for users to edit, move, or delete source files.

Important: When multiple users have a catalog open and any one user leaves Fetch unexpectedly (for example, because the user restarted the computer without quitting Fetch), Fetch locks the catalog and checks the status of the other users before allowing further activity. This process can take some time, especially when a large number of users have the catalog open, so it may appear that their computers are frozen.

Because restarting another computer while checking is in progress restarts the checking process, it is best to wait at least a few minutes if you experience a delay—*do not automatically restart your computer.* If you are the user who caused the checking process to start, you can expedite the process by restarting Fetch and opening the catalog again as soon as possible.

Naming and organizing source files

There are many ways to organize the source files for items in an Aldus Fetch catalog. Each strategy has advantages and disadvantages, but considering the options and planning ahead can save you time in the long run and significantly increase the usefulness of Fetch to you and your workgroup.

One of the key benefits of using Fetch is that you do not need to remember where a source file is or what it is called. However, because Fetch can use filenames and folder names as keywords and because you can then use those keywords to help in searching, a rational plan for naming and organizing files is helpful.

Each workgroup must ultimately decide what works best for its own situation based on how the group works and how work flows through it. Here are a few suggestions that might help in your planning.

Organizing source files

One of the most obvious ways to organize files into folders is to set up a series of folders for each project, client, or category (for example, travel, business, architecture). Within a folder, use subfolders to partition related files appropriately.

Another approach is to organize files into folders by file type, by originating application, or by originating department (for example, Marketing, Sales, Publications).

Naming source files

Use naming and organizing strategies together to make the most of keyword searching in Fetch. Once you have decided how to organize your files, consider the following alternatives for naming them:

- Use extensions to indicate file type, storage medium, status, or any other attribute that is important to you.
- Use number or alphabetic prefixes to help sort items in ways that matter for the kinds of files you use. For example, you might use frame numbers for images from a single photo shoot or counter or time code readings for sounds, movies, or images digitized from video or audio tape.

System 6 or System 7?

Only when you are running System 7 can Fetch automatically keep track of the location and status of the source files for items in a catalog. If you are running System 6, you must keep track yourself when you copy, move, delete, rename, or edit source files. Hence, a good naming strategy is all the more important if you are using Fetch while running System 6.

Appendix: Summary of Aldus Fetch Shortcuts

For an online reference to Aldus Fetch shortcuts, choose "Fetch Shortcuts" from the Help menu (System 7) or the Apple menu (System 6).

Finder shortcuts

To do this...	Use this shortcut...
Add item to default catalog	Drag file over Fetch icon when Fetch is not running.
Add item to another catalog	Drag file over Fetch icon when Fetch is running and catalog is open.

General window shortcuts

To do this...	Use this shortcut...
Open Find window	Press Command + F.
Open Gallery window	Press Command + R.
Open Pasteboard window	Press Command + B.
Open Catalog Info window	Double-click left end of information bar in Gallery or Pasteboard window.
Open Preview window	Double-click thumbnail. Or select item, then press Return or Command + J.
Open Info window	Double-click filename. Or select item, then press Command + I.
Close active window	Click close box. Or press Command + W.
Close all secondary windows	Press Option + click close box.
Close all windows (and catalog)	Press Option + Command + W.

Find window shortcuts (most also work where applicable in search definition dialog boxes)

To do this...	Use this shortcut...
Open Find window or bring to front	Press Command + F when Find window is not open or not active.
Open and clear Find window	Press Command + Delete.
Retrieve everything in the catalog	Press Command + ' (apostrophe).
Expand Find window ("More Choices")	Press Command + M when Find window is open, active, and reduced.
Reduce Find window ("Fewer Choices")	Press Command + F when Find window is open, active, and expanded.
Clear search descriptions ("Clear")	Press Command + Delete.
Repeat previous search	Press Command + , (comma).
Carry out default search	Press Command + D.
Define, name, and save search	Press Command + K.

Gallery and Pasteboard window shortcuts

To do this...	In Thumbnail view	In Text List view
Open Gallery window or bring to front	Press Command + R.	Press Command + R.
Open Pasteboard window or bring to front	Press Command + B.	Press Command + B.
Scroll to beginning or end of window	Press Home or End.	Press Home or End.
Scroll up or down one screenful	Press Page Up or Page Down.	Press Page Up or Page Down.
Select item	Click thumbnail or text below thumbnail.	Click row in list box.
Select next item in direction chosen	Press any arrow key.	Press up or down arrow key.
Select additional item (discontiguous)	Press Command + click new item.	Press Command + click new item.
Select all items between last and current item	Press Shift + click new item.	Press Shift + click new item.
Select all items in window	Press Command + A.	Press Command + A.
Copy item from Gallery to Pasteboard window	Press Control + click thumbnail. Or select item, then press Command + M.	Select item, then press Control + click thumbnail or press Command + M.
Copy item to Clipboard (single item only)	Select item, then press Command + C.	Select item, then press Command + C.
Copy item reference to Clipboard with text (multiple selection OK)	Select item, then press Command + H.	Select item, then press Command + H.
Remove item from catalog	Select item, then press Delete.	Select item, then press Delete
Remove item from primary window	Select item, then press Clear.	Select item, then press Clear.
Open Preview window	Double-click thumbnail. Or select item, then press Return or Command + J.	Select item, then double-click thumbnail or press Return or Command + J.
Open Preview window with faster scrolling and zooming with 32-bit images	Press Control + double-click thumbnail.	Select item, then press Control + double-click thumbnail.
Switch to editing application last associated with item's file type and creator	Press Option + double-click thumbnail. Or select item, then press Command + G.	Select item, then press Option + double-click thumbnail or press Command + G.
Switch to another editing application	Select item, then press Option + Command + G.	Select item, then press Option + Command + G.
Open Info window	Double-click text below thumbnail.	Double-click row in list box.
Open Catalog Info window	Double-click left end of information bar.	Double-click left end of information bar.
Open Find window (or bring to front)	Double-click middle of information bar.	Double-click middle of information bar.
Change view	Double-click "Thumbnail View" in information bar. Or press Command + L.	Double-click "Text List View" in information bar. Or press Command + T.
Print thumbnails of all items in window	Press Command + P.	Press Command + P.

Preview window shortcuts: still images (including KODAK Photo CD images)

To do this...	Use this shortcut...
Increase magnification and window size	Press Command + + (plus sign).
Increase magnification and maintain window size	Press Shift + click image.
Decrease magnification and window size	Press Command + - (hyphen or minus sign).
Decrease magnification and maintain current window size	Press Option + click image.
Return image to actual size (100%); adjust window size to fit	Press Command + ` (accent).
Return image to actual size; maintain window size	Press Shift + Option + click image.
Select a portion of the image	Drag crosshair cursor over desired part of image, then release.
Zoom in on a portion of the image	Shift + drag a selection area.
Pan image within Preview window	Press Command + drag.
Scroll up or down within Preview window	Press Page Up or Page Down.
Scroll left or right within Preview window	Press Option + Page Up or Page Down.
Scroll to top left or bottom right corner of window	Press Home or End.
Scroll a little bit up, down, right, or left	Press appropriate arrow key.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy EPSF item to Clipboard using diagonal method	Press Control + Command + C (for Microsoft Word and Excel).
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Double-click image. Or press Command + R.
Open Info window (KODAK Photo CD images)	Double-click middle of information bar. Or press Command + I.
Open Info window (other types of images)	Double-click in information bar. Or press Command + I.
Print image	Press Command + P.
Open popup menu (KODAK Photo CD images only)	Press and hold down mouse button on ▼ in the information bar.

Catalog Info window shortcuts

To do this...	Use this shortcut...
Find all items that use a keyword	Double-click that keyword.
Refresh keyword list	Double-click "Keywords."
Refresh list of current catalog users	Double-click "Users."
Refresh list of volumes referenced in catalog	Double-click "Volumes."
Tip: Save master keyword list as a text file	Choose "Export..." from Admin menu.

Preview window shortcuts: movies, sounds, animations, and PICS

To do this...	Use this shortcut...
Select a frame	Click play bar.
Select all frames between last and current frame	Shift + click play bar. Or press Shift + drag across slider.
Play or stop movie or sound	Press Spacebar. Or double-click image (except for sounds).
Step forward or backward one frame	Press right or left arrow key.
Go to first or last frame	Press Home or End.
Increase or decrease volume	Press up or down arrow key.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Press Command + R.
Open popup menu	Press and hold down mouse button on ▼ in information bar.
Open Info window	Double-click middle of information bar. Or press Command + I.
Hide or display QuickTime control bar (movies only)	Press Tab.
Display QuickTime control bar (movies only)	Click badge (if present).

Info window shortcuts

To do this...	Use this shortcut...
Display next or previous page of File Info or Fetch Info field	Click bottom right corner of field.
Edit description (noneditable portion is in italics)	Double-click "Description." Or press Command + U.
Find all items that use a keyword	Double-click that keyword.
Toggle keyword list order (alphabetical/frequency-of-use)	Press Option + click "Keywords."
Edit keyword list (noneditable keywords are in italics)	Double-click "Keywords." Or press Command + Y.
Open Preview window	Double-click thumbnail. Or press Return or Command + J.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery Window	Press Command + R.
Return to Pasteboard window	Press Command + B.

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Aldus Fetch can be used successfully as a standalone application or as an effective tool for enhancing workgroup productivity—or both. If you plan to use Fetch in a shared environment, we urge you to read and follow the guidelines provided *before* creating and sharing catalogs intended for regular use. As with any network product, good network management practices are the key to successful use of the product.

Managing Aldus Fetch catalogs in a network environment

Read...	For...
This card	A high-level summary of key issues; where to turn for more information about sharing Fetch catalogs on a network.
Aldus Fetch User Guide, pages 50–51	A general discussion of the factors that affect network use of Fetch; specific recommendations and cautions for shared use of catalogs.
ReadMe (Networks)	Late-breaking information that became available after the user guide went to press. (The file is a TeachText file installed automatically in your Aldus Fetch folder.)

Shared catalogs and network privileges

Within Fetch, you can protect a given catalog—so that all users can open, search, and use items in it, but only those who know the password can add to or modify it—by setting a password as described in Chapter 3 of the *Aldus Fetch User Guide.* However, it is also extremely important that network access privileges to a shared catalog be set appropriately, whether or not you choose to protect the catalog within Fetch. For instructions on how to set user and group privileges for the folder containing the catalog, read the chapter on networks in your Macintosh reference or owner's guide. You might also want to review the Macintosh network guide provided with your network operating software.

Above all, *do not store a shared catalog in a folder that has mixed network access privileges.* (You might even want to keep the catalog in its own folder to prevent accidental changes to network access privileges.) It is extremely important that all users have read/write access to the shared catalog (in order to preview items, get information, and so on), even when you do not plan to allow all users to make modifications. Failure to observe this condition can result in loss of data.

It *is* acceptable to store the catalog's source files in one or more folders (separate from the folder that contains the catalog) to which different users have different levels of access. For information about what level of access is required to perform different operations in Fetch, see page 51 of the *Aldus Fetch User Guide.*

Shared catalogs and performance

When multiple users simultaneously share a Fetch catalog, performance depends on a number of factors, some of which are outside the control of Fetch itself. Network capacity and load, the number of AppleTalk zones, the size of the shared catalog, the number of users who have it open, the types of activities those users are attempting to do, even the stability of the network or of other applications that users are running all affect what you can expect of Fetch.

Depending on the number of users sharing a single catalog and the nature of the network on which those users will be accessing the catalog, you may want to put into place more or fewer controls. As a general rule, the larger the number of users who share a catalog, the more you want to control who can concurrently write to (modify) the catalog.

Note: Fetch is designed to work on networks that are AFP-compliant (AppleTalk Filing Protocol).

Controlling access to a shared catalog

Number of users	Issues to consider for managing catalog use
5	With this small a group, especially if everyone is located in the same room or on the same floor, fewer controls are necessary. You might want to designate a single user as the catalog administrator responsible for adding and modifying items, keywords, and descriptions—and for setting the password. However, it would be acceptable for all users to have equal access, as long as each user understands that Fetch allows only one user to modify a catalog at the same time.
10	Once the number of people sharing a single catalog starts to reach 10 or more, we recommend that you do protect the catalog by assigning a password (use the "Privileges..." command on the Admin menu) and that only one or two members of the group be permitted to add to or update the catalog. Fetch locks the database when an administrator is modifying the catalog. You may also want to prevent general users from editing keywords and descriptions.
20	With 20 users or more, it becomes essential that a shared catalog be password-protected. We recommend that each shared catalog have only one catalog administrator, as it is imperative that only one person be allowed to edit keywords and descriptions. In addition, you might want to consider having the catalog administrator make changes to a backup copy of the catalog while other users work with the original. This arrangement provides better performance for readers of the catalog and allows the administrator to delete items as needed (deleting is not possible while multiple users have the catalog open). The administrator can then periodically replace the original with the latest updated catalog. We also recommend, with this number of users, that no one run Fetch in the background—that is, that users quit Fetch when not actively using the catalog.

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